

Data Reliability Assessment Tool:

Main Heating Expenditures

Assessment #3 – Recording and Processing Data

3A – Do you have enough households assigned to a main heating vendor?

The first part of Assessment #3 looks at whether your agencies are providing you with enough essential information about each household. Here is what you will need before you begin:

➤ **Number of Households by Main Heating Fuel:**

- A count of the number of LIHEAP-assisted households that heat their home with electricity, natural gas, fuel, and propane.
- **This information can be found in Section V, Part A of your Performance Data Form.**

➤ **Number of Households with a Main Heating Fuel Vendor and Account Number on File**

- A count of the number of households who have a main heating fuel vendor and account number, or other unique identifier used for matching, on file in your data base. Even households that only apply for cooling assistance should have a main heating vendor and account number listed on file and therefore should be included in this count.
- **Request this information from your IT department.**

3B – Do you have billing data for enough households?

The second part of Assessment #3 looks at whether you are collecting data from enough households to ensure that the data are representative of the LIHEAP population. Here is what you will need before you begin:

➤ **Number of Households with Main Heating Fuel Data Collected:**

- A count of the number households for whom you received 12 consecutive months of billing data for their main heating fuel, *regardless* of whether or not you also received 12 consecutive months of billing data for their electric bill.
- **Request this information from your IT department.**

➤ **Number of Households Represented by Vendors Selected for Data Collection:**

- A count of the number of LIHEAP-assisted households who receive their main heating fuel from one of the electric, natural gas, fuel oil, or propane vendors to whom your office sent a data request.
- **Request this information from your IT department.**

➤ **Number of Households Represented by Vendors Providing Expenditure Data:**

- A count of the number of LIHEAP-assisted households who receive their main heating fuel from one of the electric, natural gas, fuel oil, or propane vendors that supplied your office with main heating billing data.
- **Request this information from your IT department.**